

**TEXAS DIVISION OF EMERGENCY MANAGEMENT**  
**CEO's Delegation of Authority for Contract Administration**  
**Fiscal Year 2020**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Vice Chancellor for Business Affairs or Executive Director, Budgets and Accounting is delegated the authority to execute the contract. Other exceptions to this delegation are stated in System Policy 25.07, §3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

**Legend:**

Asst.	Assistant	SOBA	System Office of Budgets & Accounting
BOR	Board of Regents	SR	System Regulation
CEO	Chief Executive Officer	SREO	System Real Estate Office, a function of OGC
CIO	Chief Information Officer	SP	System Policy
OGC	Office of General Counsel	System	The Texas A&M University System

**Notes:**

- 1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.

- 2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06;
  - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants
- 3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
- 4 It is the responsibility of the person noted in the "Typical Routing for Departmental Review" section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the "Authorization to Execute Contracts" sections to so note the complete routing and review certifications before signing the contract.
- 5 Questions regarding contract administration should be directed to the Office of Budgets and Accounting as outlined in System Rule 25.07.99.S1, Contract Administration.

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>1. ADVERTISING AGREEMENTS</b>				
1.1	Advertising Agreements	<ul style="list-style-type: none"> <li>Chief Operating Officer</li> <li>Emergency Management Support</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>				
2.1	Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
2.2	Private Companies & Foundations	<ul style="list-style-type: none"> <li>Procurement &amp; Contracts</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> </ul>

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>3. ARTICULATION AGREEMENTS</b>				
3.1	Agreements with other institutions of higher education regarding transfer of courses	• Not Applicable	• Not Applicable	• Not Applicable
<b>4. ATHLETIC AGREEMENTS</b>				
4.1	Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	• Not Applicable	• Not Applicable	• Not Applicable
	4.1.1 Athletic Game Guarantees	• Not Applicable	• Not Applicable	• Not Applicable
4.2	Athletic Event Sponsorship	• Not Applicable	• Not Applicable	• Not Applicable
4.3	Transportation Purchase Order Contracts	• Not Applicable	• Not Applicable	• Not Applicable
4.4	Hotel Purchase Order Contracts	• Not Applicable	• Not Applicable	• Not Applicable
4.5	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See Section 23.8.1 herein.	See Section 23.8.1 herein.	See Section 23.8.1 herein.
4.6	Recreational Sports Event Sponsorship	• Not Applicable	• Not Applicable	• Not Applicable
<b>5. COLLECTION AGENCY AGREEMENTS</b>				
5.1	Collection of Accounts ( <i>See 5.1.1 below</i> ). <i>All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.</i>			
	5.1.1 Collection Agency Agreements <i>General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approve all collection agency contracts for the System and its members.</i>	• Not Applicable	• Not Applicable	
<b>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</b>				
6.1	Minor Projects (Less than \$4,000,000)	• Procurement & Contracts • Deputy Chief	• Deputy Chief, CEO	
6.2	Major Projects (\$4,000,000 or more, but less than \$10,000,000)	• Procurement & Contracts • Deputy Chief	• Deputy Chief, CEO	
6.3	Architect/Engineer	• Procurement & Contracts	• Deputy Chief, CEO	

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<i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>		<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>		
<b>7. CONSULTING AGREEMENTS</b>				
7.1	Statutory Consulting Agreements <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See Section 27.7 herein.	See Section 27.7 herein.	See Section 27.7 herein.
7.2	Statutory Consulting Agreements <i>Providing consulting services to 3<sup>rd</sup> parties</i>	See Section 26.1 herein.	See Section 26.1 herein.	See Section 26.1 herein.
<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>				
8.1	Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.	<ul style="list-style-type: none"> <li>Procurement &amp; Contracts</li> <li>Office of General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief, CEO</li> </ul>	<ul style="list-style-type: none"> <li>CEO</li> </ul>
8.2	Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.	See Section 23.3 herein.	See Section 23.3 herein.	See Section 23.3 herein.
<b>9. EMPLOYMENT APPOINTMENTS</b>				
9.1	Faculty Offer Letters (Conditional letters of appointment to faculty)			
9.1.1	Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
9.1.2	Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
9.1.3	Approval of Appointment Offers – Non-Tenure Track	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>

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Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )			
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Department Head, Interim Head, Acting Head</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Department Head, Departmental Division Head</i>	• Not Applicable	• Not Applicable	• Not Applicable
9.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment	• Not Applicable	• Not Applicable	• Not Applicable
9.1.10 Continuing and Extension Education	• Not Applicable	• Not Applicable	• Not Applicable
9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	• Not Applicable	• Not Applicable	• Not Applicable

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9.1.12 Off-Campus Instruction	• Not Applicable	• Not Applicable	• Not Applicable
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	• Not Applicable	• Not Applicable	• Not Applicable
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	• Human Resources • Emergency Management Support • Deputy Chief	• Chief • Deputy Chief	• Chief • Deputy Chief
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	• Human Resources • Emergency Management Support • Deputy Chief	• Chief • Deputy Chief	• Chief • Deputy Chief
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	• Human Resources • Emergency Management Support • Deputy Chief	• Chief • Deputy Chief	• Chief • Deputy Chief
<b>10. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	• Not Applicable	• Not Applicable	• Not Applicable
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>TDEM as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of TDEM-owned equipment.</i>	• Purchasing & Contracts • Emergency Management Support Deputy Chief	• Chief • Deputy Chief	• Chief • Deputy Chief
11.2 Equipment Lease for TDEM -Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of TDEM -owned vehicle or other equipment.</i>	• Purchasing & Contracts • Emergency Management Support Deputy Chief	• Chief • Deputy Chief	• Chief • Deputy Chief

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11.2.1 Rental Vehicles (Non- TDEM Lessee)	• Not Applicable	• Not Applicable	• Not Applicable
11.2.2 Equipment	• Not Applicable	• Not Applicable	• Not Applicable
<b>TDEM as Lessee</b>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for TDEM use with fixed option to purchase within a specified period (five years or less).</i>	• Purchasing & Contracts • Emergency Management Support Deputy Chief	• Chief • Deputy Chief	• Chief, Deputy Chief
11.4 Equipment Lease (Rental) <i>Rental of equipment for TDEM use for a specified period (five years or less).</i>	• Purchasing & Contracts, Emergency Management Support, and Deputy Chief or • Disaster Finance During Activation of the SOC only	• Chief or Deputy Chief • SOC Manager During Activation of the SOC only	• Chief or Deputy Chief • SOC Manager During Activation of the SOC only
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	• Purchasing & Contracts	• Chief • Deputy Chief	• Chief • Deputy Chief
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	• Not Applicable	• Not Applicable	• Not Applicable
13.2 Investment Management (SP 22.02)			
13.2.1 Investment Consultants and Advisors (subject to provisions of Section 7 Consultant Agreements)	• Not Applicable	• Not Applicable	• Not Applicable
13.2.2 Investment Management (SP 22.02)	• Not Applicable	• Not Applicable	• Not Applicable
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of Section 7 Consultant Agreements)	• Not Applicable	• Not Applicable	• Not Applicable
13.3.2 Bond Counsel (See Section 19.2 Legal)	• Not Applicable	• Not Applicable	• Not Applicable

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13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>			
14.1 Grants (sponsored projects) (See Section 24.1)	<ul style="list-style-type: none"> <li>Emergency Management Support (Non-Disaster)</li> <li>Deputy Chief (Disaster &amp; Non-Disaster)</li> <li>OGC (Non-Disaster)</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
14.2 Student Financial Aid	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
14.3 Funding Agreements ( <i>Academic</i> )	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
14.4 Funding Agreements ( <i>Non-Academic</i> )	<ul style="list-style-type: none"> <li>Emergency Management Support</li> <li>Deputy Chief</li> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS – Risk Management and Safety</b> (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)			
15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General's Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>
15.3 Healthcare Purchasers Professional Liability Contract (Professional /Fiduciary coverage for System Self-Insured Group Benefit Programs)	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>



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15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member/User) NOTE: <u><b>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</b></u>	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
15.5 Workers' Compensation Insurance Claims processing or settlement	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
15.6 Administrative Contracts	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
<b>16. INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC)</b>			
16.1 Technology Transfer			
16.1.1 Patent License Agreement ( <i>Technology Transfer</i> )	• Not Applicable	• Not Applicable	• Not Applicable
16.1.2 Non-Patent License Agreement ( <i>Technology Transfer</i> )	• Not Applicable	• Not Applicable	• Not Applicable
16.1.3 Trademark License	• Deputy Chief	• Chief	• Chief
16.1.4 Invention/Software Copyright Disclosure	• Not Applicable	• Not Applicable	• Not Applicable
16.1.5 Software License	• Not Applicable	• Not Applicable	• Not Applicable
16.1.6 Material Transfer ( <i>Commercial</i> )	• Not Applicable	• Not Applicable	• Not Applicable
16.1.7 Material Transfer ( <i>Non-Commercial</i> )	• Not Applicable	• Not Applicable	• Not Applicable
16.2 Intellectual Property Application and Prosecution	• Not Applicable	• Not Applicable	• Not Applicable
16.3 Collegiate Licensing	• Not Applicable	• Not Applicable	• Not Applicable
16.4 Nondisclosure/Confidentiality Agreements <i>Committing TDEM or individuals other than the individual signing.</i> ( <i>Nondisclosure/Confidentiality</i> )	• Purchasing & Contracts • Computer Information Services • Deputy Chief	•	•

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<i>Agreements that SOLELY bind the individual signing are exempt.)</i>			
16.5 Texas Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) from (to) another state agency or institution</i>	• Not Applicable	• Not Applicable	• Not Applicable
16.6 Business Services Agreements (with outside entities)	• Not Applicable	• Not Applicable	• Not Applicable
16.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	• Not Applicable	• Not Applicable	• Not Applicable
16.8 Federal/State Program Participation Agreements	• Not Applicable	• Not Applicable	• Not Applicable
16.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	• Not Applicable	• Not Applicable	• Not Applicable
16.10 Intra-System Agreements Commitments for the use/acquisition (provision) from (to) other System Members	• Not Applicable	• Not Applicable	• Not Applicable
16.11 Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	• Not Applicable	• Not Applicable	• Not Applicable
<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Emergency Management Support</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>
17.2 Inter-Local Agreements	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>

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<i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> <li>Emergency Management Support</li> <li>Deputy Chief</li> </ul>		
<b>18. INTRA-SYSTEM AGREEMENT</b>			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>Emergency Management Support</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>			
19.1 Litigation (See 19.1.1 below) <i>All settlements shall have concurrence of the TAMUS CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000 Chancellor</b> <b>More than \$300,000 BOR</b>	<ul style="list-style-type: none"> <li>Office of General Counsel</li> <li>Emergency Management Support</li> <li>Chief</li> </ul>	<ul style="list-style-type: none"> <li>Office of General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor or Board of Regents</li> </ul>
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>Deputy Chief</li> <li>Chief</li> </ul>	<ul style="list-style-type: none"> <li>OGC</li> </ul>	<ul style="list-style-type: none"> <li>OGC</li> </ul>
<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</b>			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between TAMUS and non-TAMUS entities; contracts to perform educational and service activities consistent with the TAMUS mission.</i>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>

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20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	• Not Applicable	• Not Applicable	• Not Applicable
20.4 International Study Abroad Program	• Not Applicable	• Not Applicable	• Not Applicable
20.5 Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for TAMUS' students.</i>	• Not Applicable	• Not Applicable	• Not Applicable
20.6 Work Study Program Agreements	• Not Applicable	• Not Applicable	• Not Applicable
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>			
21.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between TDEM and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts</li> <li>• Emergency Management Support</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>
<b>22. PURCHASE AGREEMENTS (TDEM acquiring goods and non-professional services)</b>			
22.1 TDEM Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by TDEM which are processed through the appropriate bid process in accordance with TDEM policies and State requirements.</i>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• CIO (IT Purchases)</li> </ul>	• Purchasing & Contracts (Shared Services/TEES)	• Shared Services/TEES
22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• CIO (IT Purchases)</li> </ul>	• Purchasing & Contracts (Shared Services/TEES)	• Shared Services/TEES
22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>			
22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"> <li>• CIO</li> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>•</li> </ul>	• Shared Services/TEES
22.3.2 System Offices	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Contract providing System Office computing application.</i>			
22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i>	<ul style="list-style-type: none"> <li>• Assistant Chief/Division Chief</li> <li>• Emergency Management Support</li> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>
22.4.1 Professional/Service Associations <i>Purchase by TDEM on behalf of an individual, group or the institution of a membership in a professional or service organization.</i>	<ul style="list-style-type: none"> <li>• Assistant Chief/Division Chief</li> <li>• Emergency Management Support</li> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>
22.4.2 Social/Individual <i>Purchase by TDEM on behalf of an individual of a membership in a social organization.</i>	<ul style="list-style-type: none"> <li>• Assistant Chief/Division Chief</li> <li>• Emergency Management Support</li> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> <li>• Assistant Chief/Division Chief</li> <li>• Emergency Management Support</li> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>
22.6 Library TDEM <i>TDEM library subcontracts to provide off-campus library services.</i>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>
22.7 Commercial Licenses ( <i>Chick-Fil-A, etc.</i> )	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>• NOT APPLICABLE</li> </ul>

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)</li> <li>• Emergency Management Support</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 22.05, §3)	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
22.10 Financing Service Agreements related to the acquisition of good or services.	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>			
23.1 Purchase of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	• NOT APPLICABLE	• NOT APPLICABLE	
23.2 Condemnation of Real Property <i>Per SP 41.01, §2 and SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	• NOT APPLICABLE	• NOT APPLICABLE	
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> <li>○ SOBA and OGC must approve prior to CEO accepting gift.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Chief</li> <li>• Office of General Counsel</li> <li>• System Office of Business Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	
23.4 Sale or Exchange of Real Property <i>Per SP 41.01, §3 and SR 41.01.01, §4:</i> <ul style="list-style-type: none"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> </ul>	• NOT APPLICABLE	• NOT APPLICABLE	

<sup>1</sup> Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<ul style="list-style-type: none"> <li>Member CEOs may recommend disposal or exchange of System real property.</li> </ul>			
<b>23.5 Lease of Real Property</b>			
<b>23.5.1 TO 3<sup>rd</sup> Parties</b> <ul style="list-style-type: none"> <li>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</li> <li>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
<b>23.5.2 FROM 3<sup>rd</sup> Parties</b> Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3 <sup>rd</sup> party for TDEM use for a specified period. See SP 41.01, §4 and SR 41.01.01, §6	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li>OGC</li> <li>SREO</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	
<b>23.5.3 Student Retreat Facility</b> Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for TDEM use for a specific student retreat.	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	
<b>23.6 Easements (SP 41.01, §6)</b>			
<b>23.6.1 System as Grantor (easement across System property) (10 year limit)</b>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
<b>23.6.2 System as Grantee (easement across 3<sup>rd</sup> party's property)</b>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<b>(Requires BOR approval if over \$300,000)</b>			
23.6.3 Conditional Roadway Easements (indefinite term) <b>(Requires BOR approval)</b>	• NOT APPLICABLE	• NOT APPLICABLE	
<b>23.7 Housing Agreements</b>			
23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	• Not Applicable	• Not Applicable	
23.7.2 Residence Hall <i>On-campus student housing.</i>	• Not Applicable	• Not Applicable	
23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i>	• Not Applicable	• Not Applicable	
23.7.4 Mail Box <i>Rental of residence hall mail boxes.</i>	• Not Applicable	• Not Applicable	
<b>23.8 Other Grants of Rights in Real Property</b>			
23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	• NOT APPLICABLE	• NOT APPLICABLE	
23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	• NOT APPLICABLE	• NOT APPLICABLE	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.).	<ul style="list-style-type: none"> <li>• Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li>• SREO</li> </ul>	<ul style="list-style-type: none"> <li>• Chief</li> <li>• Deputy Chief</li> </ul>	



TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
See SP 41.01.01, §12.2			
23.8.4 Oil, Gas and Mineral Rights Leasing See SP 41.01, §5	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders, Pooling Agreements, Production Sharing Agreements, Ratification Agreements, Assignment Consents, Affidavits and related documents)	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications, Releases, Memorandums, Affidavits, Acknowledgments, documents containing statements of fact, and non-substantive amendments to documents, etc.)	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See Section 27.6)	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	<ul style="list-style-type: none"> <li>NOT APPLICABLE</li> </ul>	
<b>24. RESEARCH AGREEMENTS</b>			
24.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-	<ul style="list-style-type: none"> <li>Assistant Chief/Division Chief</li> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>

TYPE OF CONTRACT		TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
	tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	•		
24.2	Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> <li>Assistant Chief/Division Chief</li> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
24.3	Proposal Submissions	• Not Applicable	• Not Applicable	• Not Applicable
24.4	Teaming Agreements	• Not Applicable	• Not Applicable	• Not Applicable
24.5	Non-disclosure Agreements	• Not Applicable	• Not Applicable	• Not Applicable
24.6	Material Transfer Agreements	• Not Applicable	• Not Applicable	• Not Applicable
24.7	Testing/Analytical Agreements	• Not Applicable	• Not Applicable	• Not Applicable
24.8	Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> <li>Assistant Chief/Division Chief</li> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
<b>25. REVENUE GENERATING AGREEMENTS</b>				
25.1	Revenue Generating	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
<b>26. SALES AGREEMENTS (TDEM providing goods or services)</b>				
26.1	Consultant/Professional Service Agreements <i>TDEM acting as consultant or performing professional service (including testing services).</i>	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
26.1.1	Analysis Testing	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE
26.2	Property Transfer Agreements (inventoried and non-inventoried items)			

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26.2.1 Transfer or surplus property	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts</li> <li>Emergency Management Support</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
26.2.2 Transfer within the System	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts</li> <li>Emergency Management Support</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
26.2.3 Transfer to another state agency	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts</li> <li>Emergency Management Support</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
26.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts</li> <li>Emergency Management Support</li> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>
<b>27. SERVICES AGREEMENTS</b> ( <i>TDEM acquiring services</i> )			
27.1 Educational Testing Services	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
27.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
27.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>
<b>27.4 Maintenance Agreements</b>			
27.4.1 Purchase with Equipment Purchase <i>Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.</i>	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li>CIO (IT Purchases)</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)Shared Services (TEES)</li> </ul>	<ul style="list-style-type: none"> <li>Shared Services (TEES)</li> </ul>
27.4.2 Stand Alone Purchase	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)</li> </ul>	<ul style="list-style-type: none"> <li>Shared Services (TEES)</li> </ul>

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<i>Purchase of maintenance services independent from equipment purchase or vendor.</i>	Services/TEES)Emergency Management Support • CIO (IT Purchases)		
27.5 Non-academic Instruction <i>Recreational Sports</i>	• Not Applicable	• Not Applicable	• Not Applicable
27.6 Statutory Professional Services <i>Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 19herein.</i>	• Purchasing & Contracts (Shared Services/TEES)Emergency Management Support • CIO (IT Purchases)	• Purchasing & Contracts (Shared Services/TEES)	• Shared Services (TEES)
27.7 Statutory Consulting Services <i>Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 19 herein.</i>	• Purchasing & Contracts (Shared Services/TEES)Emergency Management Support • CIO (IT Purchases)	• Purchasing & Contracts (Shared Services/TEES)	• Shared Services (TEES)
27.8 Student Medical Services	• Not Applicable	• Not Applicable	• Not Applicable
27.9 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	• Purchasing & Contracts (Shared Services/TEES)Emergency Management Support • CIO (IT Purchases)	• Purchasing & Contracts (Shared Services/TEES)	• Shared Services (TEES)
<b>28. SPECIAL EVENTS</b>			
28.1 Conference/Short-Course	• Chief Operating Officer • Purchasing & Contracts (Shared Services/TEES)Emergency Management Support •	• Chief • Deputy Chief	• Chief • Deputy Chief
28.2 Exhibition Loan Agreements	• NOT APPLICABLE	• NOT APPLICABLE	• NOT APPLICABLE

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 to \$749,999)
<i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>			
<b>29. UNCLASSIFIED AGREEMENTS</b> <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>Purchasing &amp; Contracts (Shared Services/TEES)Emergency Management Support</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>	<ul style="list-style-type: none"> <li>Chief</li> <li>Deputy Chief</li> </ul>